

# Memorandum



Date: August 27, 2008

To: Distribution

From: Miriam Singer  
Director  
Department of Procurement Management

Subject: Process for Obtaining Spot Quotes for Contract No. 8318-5/17:  
Prequalification-Variou Petroleum Products

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This Memo is being sent to assist you and your staff with the purchasing procedures to be followed for obtaining quotes, as we approach the next spot market period (September – December) for Contract No. 8318-5/17, entitled, Various Petroleum Products.

This contract allows for the purchase of various petroleum-based products, lubricants, greases, anti-freeze, and other related products. Every 120 days, the Department of Procurement Management (DPM) requests price quotes on approximately two hundred products from the prequalified vendors. Only prequalified vendors, who submit price offers during the spot market quote, can be issued purchase orders for contract items during the 120-day period.

When a user department identifies a need for a product that is not on the contract, the contract terms allow for individual spot quotes to be requested from all prequalified vendors, and award of the purchase to the vendor offering the lowest price for the remainder of the purchasing period. That item is later added to the list of contract products and included in the next spot market quoting activity. If a vendor is unable to provide an item, the user department may offer the purchase to the vendor with the next-lowest price for that item.

Following the guideline procedures will reduce the possibility of purchasing products at higher prices, purchasing from vendors not awarded for the current purchasing period, or from vendors who did not submit spot market quotes.

DPM requests your assistance in providing your purchasing staff with the attached guideline procedures to avoid any pitfalls in issuing purchase orders utilizing this contract.

Thank you for your assistance and cooperation. Please feel free call or e-mail Km Ra at [KMRA@miamidade.gov](mailto:KMRA@miamidade.gov) or (305) 375-1291 if you have any questions or concerns regarding these guidelines.

Attachment

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Contract File

**Procedure Guidelines for  
Contract No. 8318-5/17, entitled, Various Petroleum Products.**

Please provide the following information to staff in order to clarify the guidelines and requirements for obtaining quotes for Contract No. 8318-5/17, entitled Prequalification – Various Petroleum Products:

1. User departments may not quote out items that were awarded to a specific vendor on the contract. Items awarded to a specific vendor must be ordered from the vendor on the contract.
2. Items marked “No Substitute” on the contract are to be treated as such. Substitutes or equals are allowed for all other items, provided the substitute meets or exceeds the specifications of the item listed. User departments may request copies of the specifications for any product listed on the contract either through DPM, or directly from the awarded vendor.
3. Some pre-qualified vendors did not submit bids on any items for the current spot market period (September - December). DPM will delete these vendors from the blanket purchase order to prevent the issuing of purchase orders to the deleted vendors.

**IMPORTANT NOTE:** If you have a petroleum product that is not presently awarded, please let DPM know when you quote it out so that we can add that item to the list of products for the next quoting period, and “undelete” the awarded vendor, if that vendor was marked for deletion.

4. Prior to the next spot market period (January), user departments will be asked to review the estimated quantities for each item and revise them to more accurately reflect current and projected usage.

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